SnapJot, The Complete Screen Capture Utility

Copy images from the screen at any time. Simply select SnapJot and drag the mouse across the screen. The SnapJot Desk Accessory manages your captured images in individual windows to help you organize them for documenting, printing, or note keeping.

For DeskTop Publishing

If you write about Macintosh software, or you just need a guaranteed way to get anything displayed on the screen into a document, SnapJot is for you. Adding pictures of applications, windows, dialogs, or menus makes instructions manuals clearer, articles more informative, catalogues more attractive, and documents more interesting.

- Document applications quickly and easily
- Capture any size area of the screen or across several screens
- Copy screen images to the clipboard, or save to PICT or MacPaint format documents.
- Copy color images
- Capture, organize, and preview multiple images at a time

All Macintosh Hardware

- Supports color, multiple screens and large monitors
- Prints on any printer
- Supports all page setup and printer options

For Desktop Note Keeping

- Create desktop notes and reminders instantly
- Compare information which is hard to display simultaneously
- Print screen images on any printer
- Capture and compare figures which change over time
- Remember numbers, names, facts, or phrases

Copies Any Screen Image

- Dialog boxes
- Pull-down menus
- Color
- Applications in action

SnapJot notes are a quick and convenient way to gather information as you work. Just drag a rectangle around anything on the screen you want to remember, and a copy will appear. Whether you use spreadsheets, programming languages, terminal emulators, graphics, databases or word processors, SnapJot will make you more productive.

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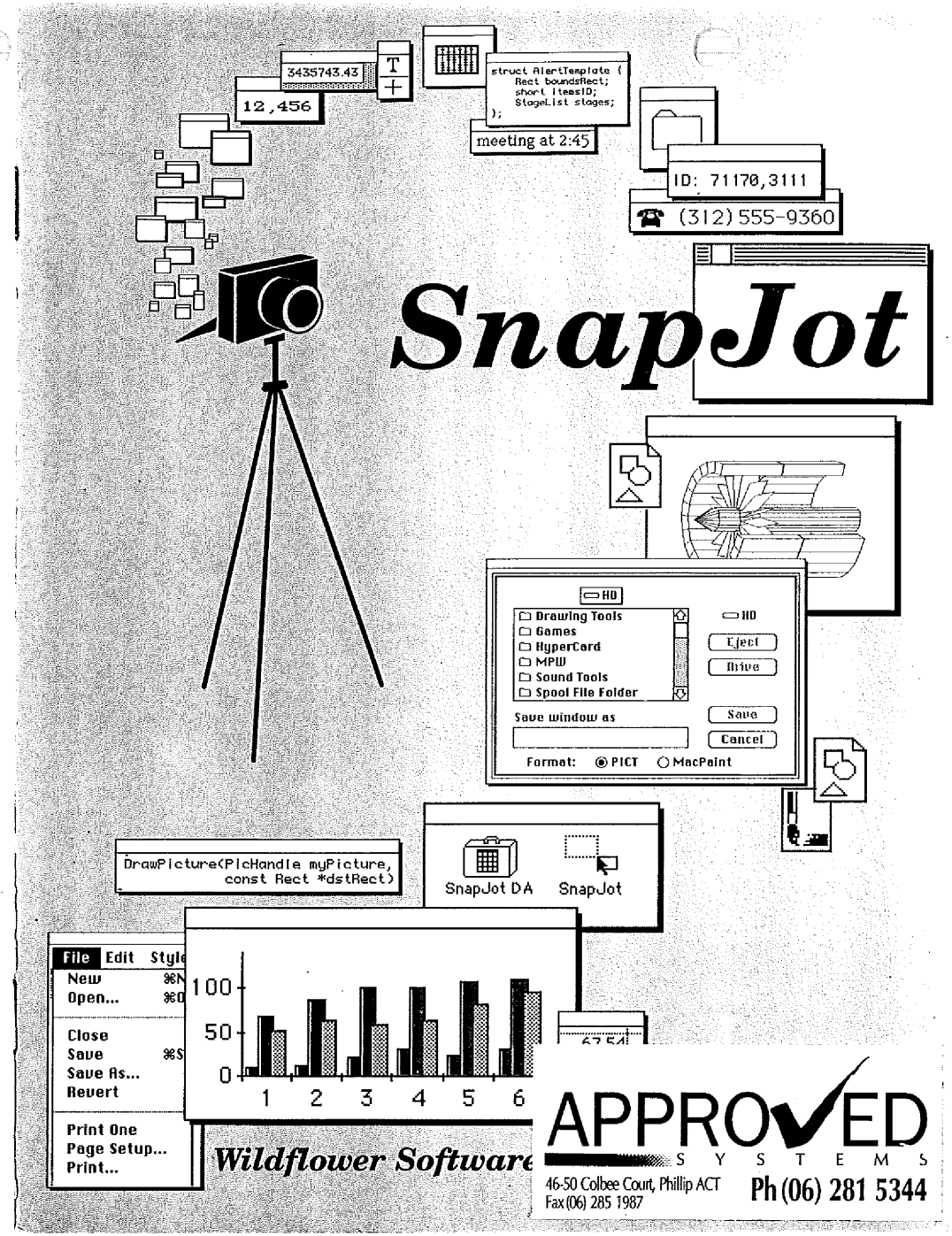

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Introducing SnapJot

SnapJot is a new, full feature screen capture program for the Macintosh. It enables you to capture, print, copy, and save images directly from the screen at any time. In addition to being unequaled in convenience and capability for traditional screen capture tasks, like creating documentation, SnapJot brings a new and unique ability to your Macintosh, which we call desktop note keeping.

SnapJot is unusual among screen capture programs in that it displays captured images using a multi-window desk accessory. As soon as you finish selecting an area to capture, a new SnapJot window pops up containing the image. The desk accessory not only allows you to preview and organize images, but provides a quick and simple way to take notes and gather information while you work.

A large portion of the work that we do on computers involves coordinating and comparing information from many different sources, but it is not always possible to view all of that information at once. Using SnapJot, you can quickly and easily record the gems of information you encounter, such as names, phone numbers, paragraphs, changing numbers, or program variables. SnapJot keeps the information in small, manageable windows which you can set aside to refer to while you go on to other things.

Installation

SnapJot consists of a desk accessory and a file for the system folder (called an "INIT"). Installing SnapJot involves dragging the file called SnapJot into the system folder, installing the desk accessory using the Font/DA mover, and restarting the system.

• *Before starting the installation, first make a copy of the SnapJot distribution disk, and store the original disk in a safe place.*

• *Insert the diskette containing your copy of SnapJot into a disk drive.*

• *Drag the icon titled "SnapJot" into the system folder of the startup disk on which you wish to install SnapJot.*

Do not lock or change the name of this icon. Make sure that it is in the system folder, not in a folder contained within the system folder.

• *Install the SnapJot Desk Accessory. If you have not installed a Desk Accessory before, or if the utility named Suitcase is installed on your system, then follow the directions in the section below titled "Installing the SnapJot Desk Accessory."*

• *Restart your Macintosh.*

Installing the SnapJot Desk Accessory

The SnapJot desk accessory is installed using the Font/DA mover.

Important note for Suitcase users - In order for SnapJot to function properly, you must install it into the system file. Do not follow the DA installation procedures listed in your Suitcase manual. Suitcase is designed to be compatible with desk accessories like SnapJot which require standard desk accessory installation. Users of the Font/DA Juggler Plus or Master Juggler can install the SnapJot DA according to the Juggler instructions.

• *If the Font/DA mover is not installed on your system, copy it from the utilities disk which came with your Macintosh.*

• *Insert the diskette containing your copy of SnapJot into a disk drive.*

• *Double-click on the SnapJot DA icon, to launch the Font/DA mover.*

The Font/DA mover dialog will be displayed. The box on the left side of the dialog will contain the name SnapJot.

• *Click on the open button on the right side of the dialog window.*

A standard Macintosh file selection dialog box will appear.

• *You must now find and open the system file. If necessary, click on the drive button to select the drive containing your system folder. Locate the system folder, by dragging the mouse across the directory name to move toward the disk directory, and double-clicking on any folder to move away from the disk directory. Select the system folder and open it by clicking on the open button. Locate and select the system file. Open the system file by again clicking on the open button.*

The dialog box listing the system file will disappear, revealing the main Font/DA dialog.

• *Click on the word SnapJot in order to select it.*

The copy button in the dialog box will darken.

• *Click on the copy button to install SnapJot.*

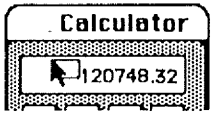
• *Click on the quit button to exit the Font/DA mover.*

Capturing a Screen Image

There are two ways to invoke SnapJot to take a picture of the screen. You can either select the SnapJot Desk Accessory from the apple menu, or press the activating key combination (from here on refered to as ⌘-shift-s, even though you may change it).

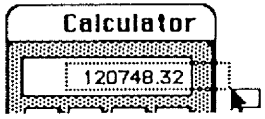
Capturing an image using the desk accessory menu

• *Choose SnapJot from the apple menu.*



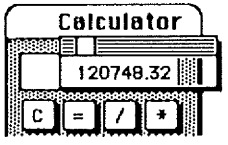
The cursor changes to the SnapJot cursor.

• *Position the cursor at one corner of the area to be captured. Press and hold down the mouse button. Drag the cursor to the opposite corner of the area to be captured.*



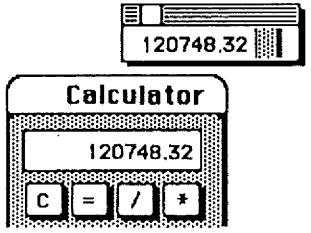
A dotted outline of the area to be captured will follow the cursor.

• *Release the mouse button.*



A new SnapJot window will appear containing an exact copy of the area you selected.

• *Move the window to a convenient location, by dragging it by the title bar.*



You may now either return to your application, or create another SnapJot window. To create additional windows, simply repeat the process.

Capturing an image using the SnapJot key combination

When you select SnapJot through the apple menu, the Macintosh system automatically changes the active window. Under MultiFinder, it also brings any existing desk accessory windows to the front of your screen, and switches to the desk accessory layer, all of which can affect your display.

Using the key combination to activate SnapJot has the advantage that you can do it at any time, even when desk accessories are not available, and it will capture the screen exactly as it appears at the moment the keys are pressed. After your image is captured, the SnapJot desk accessory is invoked automatically to display the captured image.

• *While holding down the command (⌘) and shift keys, press the letter "s." Press and drag the mouse to select an area of the screen.*

Sometimes it is not possible to display the window immediately, such as when a menu or dialog box is displayed. You may also choose to prevent the window from being displayed in order not to disturb the screen while you take other pictures.

Capturing an Image, Continued

A captured image which can not be displayed immediately is saved temporarily in memory until you activate the SnapJot desk accessory. Such as image is said to be "queued".

• *When you wish to display a queued SnapJot window, activate SnapJot at a time when desk accessories are allowed, by either pressing ⌘-shift-s, selecting SnapJot from the apple menu, or clicking on an already existing SnapJot window.*

Instead of the usual SnapJot cursor, SnapJot will simply display all the previously created windows.

Choosing Whether to Display Images

There may be times when you do not want your captured image to be displayed immediately. As described above, images such as pictures of menus and dialogs are never displayed immediately, and are said to be "queued" for display. SnapJot provides an option which you can use to cause any image to be queued when you create it, in the same manner as dialogs and menu images.

To create a queued image

• *Press ⌘-shift-s to activate SnapJot, and press and drag the mouse to select an area of the screen. Hold down the ⌘ key while releasing the mouse button.*

An outline of the window will appear momentarily, and shrink toward the apple menu, just as it does when you capture a menu or dialog box. A copy of the selected image is being saved in memory until the next time you select SnapJot.

Usually, selecting SnapJot when there are queued SnapJot images waiting to be displayed (and desk accessories are accessible) will cause the queued windows to be displayed. If instead, you want to capture another image, you should do the following.

To prevent the display of queued images

• *Press ⌘-shift-s to activate SnapJot, but do not release the ⌘ key until after the cursor appears and you press down the mouse button. Select the area to capture as usual.*

If you let go of the command (⌘) key after you press the mouse button, but before you release the mouse button, then all of the SnapJot windows, plus all of the queued windows, will be displayed.

If you combine both of the above methods, by holding down the ⌘ key until after you release the mouse button, you will create an additional queued SnapJot window, and no SnapJot windows will be displayed.

You may create as many queued images as memory will allow. However, remember that queued images are simply waiting to be displayed by the SnapJot DA, and are not saved permanetly. Also remember that if you are running under the Finder, quitting the current application closes all desk accessories and queued windows will be lost.

Closing SnapJot Windows

The information displayed within a SnapJot window will remain until you close the window or quit the desk accessory. Once you close a SnapJot window, you may not open it again, since SnapJot does not save the window contents permanently. If you wish to save the contents of a SnapJot window to a document, use the copy or save command to copy the window to the clipboard or a document before closing it.

Like all desk accessories, selecting close from the file menu will close SnapJot, thereby causing all SnapJot windows to be closed. Notice that this is different from an application, where selecting close will only close the active window. You can also close all SnapJot windows by holding down the option key while clicking on the close box of any SnapJot window.

About SnapJot windows

While it is unusual for a desk accessory to have multiple windows, remember that SnapJot windows will function like other desk accessory windows. While running under MultiFinder, all SnapJot windows will reside on the desk accessory layer. Therefore, making one SnapJot window active will cause the other SnapJot windows to be brought to the top of the display.

Running under the Finder, SnapJot windows will interleave with other windows on the screen. As with all other desk accessories, closing an application while running under the Finder will close SnapJot and all of its windows.

Copying to the clipboard

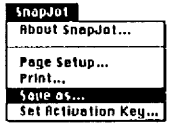
You can copy the contents of a SnapJot window into a document by copying the information to the clipboard, and then pasting it into your document.

- *Make the SnapJot window you wish to copy active.*

- *Select copy from the edit menu.*

The contents of the SnapJot window are copied to the clipboard. You may now paste the information into a document using an application of your choice. Refer to the documentation for the specific application for directions on pasting.

Saving to a Document



You can save the contents of a SnapJot window to either a MacPaint document or a PICT document. MacPaint format is used by most Macintosh paint-type graphics applications. PICT format is understood by most Macintosh draw-type and color graphics applications. SnapJot windows which are in color, or larger than 8 by 10 inches, can only be stored in PICT documents. In both document types, the contents of a SnapJot window are saved as a single bit-map object.

Follow these steps to save the contents of a SnapJot window to a document.

- *Click on the SnapJot window you wish to save, if it is not already active.*

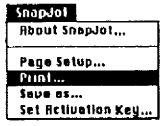
- *Select the Save As... option from the SnapJot menu.*

A dialog box will be displayed which is similiar to the standard Save As dialog. At the bottom of the dialog are two additional buttons, labeled MacPaint and PICT.

- *Click on either the button labeled MacPaint, to form a MacPaint document, or the button labeled PICT, to form a PICT format document.*

- *Select the desired folder and enter a document name. Click on Save to save the SnapJot window to a document, or Cancel to cancel the request.*

Saving SnapJot windows to a file is not a default action, but is a method of exporting information from SnapJot. Therefore, SnapJot will not check whether you want to save the window contents to a file if you close a SnapJot window which has not yet been saved.



Printing a window

To print the contents of a SnapJot window, choose Print from the SnapJot menu, and select desired options from the print dialog box.

• *Click on the SnapJot window you wish to print, if it is not already active.*

• *If you wish to change the page setup options from the standard defaults for your printer, choose Page Setup from the SnapJot menu.*

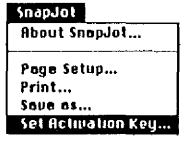
A standard page setup dialog box will appear. Select the options desired, and exit the dialog box.

• *Choose Print from the SnapJot menu.*

A standard print dialog box will be displayed.

• *Select the options you wish, and start printing by clicking on the OK button, or exit by clicking on the cancel button.*

You may cancel printing by holding down the command key (⌘) while typing a period (.).



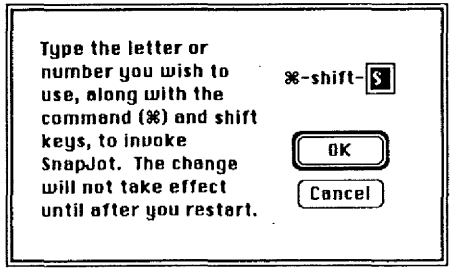
Customizing the SnapJot Activation Key

SnapJot is activated by pressing down the letter "s" while holding down the command (⌘) and shift keys. While most people will find this key combination convenient, you may change it by following these instructions.

It is not neccessary to change the SnapJot activation key, unless you know that the key sequence ⌘-shift-s is already used by something else on your system. If you do not know of any such conflict, then you may want to skip the rest of this section.

• *Capture a screen image by choosing SnapJot from the apple menu, and dragging the mouse across the screen.*

• *Choose the item named "Set Activation Key" from the SnapJot menu.*


Type the letter or number you wish to use, along with the command (⌘) and shift keys, to invoke SnapJot. The change will not take effect until after you restart.
⌘-shift-S
OK
Cancel

A dialog box will be displayed, requesting that you type a letter or number, which in combination with command (⌘) and shift, will activate SnapJot. The dialog box will show the key sequence which currently activates SnapJot.

• *Decide which letter or number (in combination with ⌘-shift) you would like to activate SnapJot, and press the key.*

It is best to avoid chosing a combination which already performs some other action on your system. The combinations ⌘-shift-1 and ⌘-shift-2 are reserved for ejecting floppy disks and cannot be used. The standard Macintosh screen dump and screen print commands are activated by pressing ⌘-shift-3, and ⌘-shift-4. You may also have added additonal mini-application to your system, called FKeys, which use a ⌘-shift-number key combination. If you do chose one of these key combinations to activate SnapJot, then you will not be able to access the original function of the keys.

• *Click on the OK button to save your key choice.*

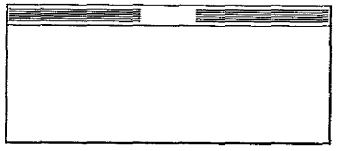
• *Restart your Macintosh by selecting Restart from the Special menu.*

A word about memory

SnapJot uses a small amount of memory in proportion to the total area of the SnapJot windows you create. If your system is tight on memory, you might try getting by with smaller windows, and promptly closing those which you no longer need. Color windows also use memory in proportion to the pixel depth of the the screen. A monitor set to 8 planes of color (256 colors) will use eight times as much memory as windows on a black and white monitor. On color monitors, if you wish to conserve memory, you can set the number of colors to smaller than the maximum, using the control panel.

Under Multifinder, opening and closing several applications while leaving a desk accessory open may cause the memory of your Macintosh to become fragmented. If you are not able to open an application at a time when you feel that there should be enough memory available, it may be due to memory fragmentation. To un-fragment the memory, you must close or quit all desk accessories. If you plan on leaving a desk accessory open for a long time, you can prevent fragmentation by opening the desk accessory before opening any applications.

• Under the Finder, SnapJot can inappropriately display captured images if it is invoked while an unusual type of custom dialog box is displayed, causing the current application to crash. This type of dialog box has the border of a normal, non-dialog box, as pictured below, and can be moved by dragging its title bar, but produces an alert sound if you click your mouse off of the dialog box.



If you wish to capture a dialog box of this type under the Finder, use the SnapJot option to create a queued image, and then display the image after exiting from the dialog box. This option is explained in the section "Choosing Whether to Display Images" of the users manual. Under MultiFinder, you may capture these dialog boxes in the usual manner.

• The new version 6.0 LaserWriter® driver now prints color or gray scale images in gray scale. Unfortunately, this process can be extremely slow for large bitmap images, especially on older printers with less memory. To speed up the printing of color or gray scale SnapJot images, click on the Black & White button located at the bottom of the print dialog box.

• When capturing images of Aldus FreeHand™ or WriteNow™, the SnapJot cursor will change to a watch cursor after a short delay. The change in cursor shape does not affect the functioning of SnapJot, and does not indicate that your Macintosh is busy.

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